Department of Information Technology (DoIT)
Request for ITPO Approval of a Modification
Checklist

I. **Modification Submission Package (items must be provided):**

1. A copy of the modification signed by the contractor and approved by an AAG.

2. Completed ADPICS Change Order (8710) with correct approval paths (*including BPW approval, Department D05, if applicable), to include all Crosswalk information.

3. A statement explaining why the modification is within the contract scope of work and why it is the most appropriate means to get the work done in lieu of a new procurement.

Also, as applicable:

4. If the final end date of the contract is extended by the modification, and information technology (IT) activity is still needed, submit a plan for re-procuring with a timeline.

5. If a name change, assignment or novation has occurred, provide a copy of the name change modification or the novation agreement/modification that transfers the contract to a successor.

7. If the original contract contains an MBE participation goal, provide a document showing the goal and as of the submission of the request for approval of the modification:
    a. The total payments made to the contractor(s),
    b. The total payments made to the MBE subcontractor(s), and
    c. The percentage of the payments made to the subcontractor(s) compared to the payments made to the contractor(s).